

## POSTING OF DEGREE ON CACTUS

If you would like a degree posted which is not listed on CACTUS, please provide the following information:

CACTUS Degree information must be verified with an **original** transcript.\*

Mail to:

Kathy Kirk  
Educator Quality & Licensing  
250 East 500 South  
PO Box 144200  
Salt Lake City, UT 84114-4200

\_\_\_\_\_  
Educator's Name

\_\_\_\_\_  
CACTUS ID#

\_\_\_\_\_  
Address/City/State/Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

### Please list degree information

\_\_\_\_\_  
Name of university which granted degree

\_\_\_\_\_  
Date of award or confer date on transcript

\_\_\_\_\_  
Degree posted on trans.

\_\_\_\_\_  
Major posted on trans.

\_\_\_\_\_  
Minor posted on trans.

Majors listed on transcripts which are not included in CACTUS will be listed as "Other – See Transcript."

Transcripts will be scanned into our database for later review, if needed.

\*Original transcript will be returned to the address given above.